

Contract Administration Richard Mutterback, Director

306 East Jackson Street, 4N Tampa, FL 33602

> Office (813) 274-8116 Fax: (813) 274-7368

ADDENDUM 1 Via E-Mail DATE: September 5, 2025

Contract: 25-D-00043 Howard F. Curren AWTP Master Plan Update

Submitters on the above referenced project are hereby notified that the following addendum is made to the RFQ. Any submissions shall conform to this notice.

Item 1 - City of Tampa Ordinance No. 2017-28, Chapter 26.5. Equal Business Opportunity Program, Article III. Women & Minority Business Enterprise: Sections 26.5-191, 26.5-195, 26.5-196, 26.5-197, 26.5-201, 26.5-203, 26.5-204, and 26.5-205 are suspended until further notice to ensure compliance with federal law. The City will provide updates as further developments occur.

Item 2 - Replace DMI forms with the attached.

Item 3 - Pre-Submission Conference Sign-in Sheet is attached.

All other provisions of this RFQ not in conflict with this Addendum shall remain in full force and effect. Questions are to be e-mailed to ContractAdministration@tampagov.net.

Jim Greiner

Jim Greiner, P.E., Contract Management Supervisor

Z♣**PM** Pre-Submission Conference 8-25-25

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Page 1 of 2 – DMI Solicited/Utilized Schedules City of Tampa – Schedule of All Solicited Sub-(Contractors/Consultants/Suppliers) (DMI 10 Form)

Contract No.:	Contract Name:											
Company Name	e: Address:											
Federal ID:	e: Address: Phone: Fax:	Email	: <u> </u>									
Check applicab	le box(es). Detailed Instructions for completing this form are	e on page 2 c	of 4.									
[] No Firms we	re contacted or solicited for this contract.											
	re contacted because:											
[] See attached	l list of additional Firms solicited and all supplemental info	rmation (List	must com	ply with this								
form)												
Note: Form DMI-10 must list ALL subcontractors solicited NIGP Code Categories: Buildings = 909, General = 912, Heavy = 913, Trades = 914, Architects = 906, Engineers &												
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	5, Supplier = 912-77	Trade or										
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O = Neither	Company Name	Services	Method	Quote or								
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•	tified that the information provided is an accurate and true	e account of	contacts an	d solicitations								
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Signed:	Name/Title:		_ Date:									
<u>Failure to Coi</u>	mplete, Sign and Submit Forms 10, 20, & 50 SHALL render: Forms must be included with Bid / Prop		<u>oposal Non</u>	<u>-Kesponsive</u>								



Page 2 of 2 – DMI Solicited/Utilized Instructions for completing The Sub- (Contractor's/Consultants/ Suppliers) Solicited Form (DMI 10 Form)

<u>This form must be submitted with all bids or proposals</u>. <u>All</u> subcontractors (regardless of ownership or size) solicited and subcontractors from whom unsolicited quotations were received must be included in this form. The instructions that follow correspond to the headings on the form required to be completed. <u>Note:</u> Ability or desire to perform all work shall not exempt the prime from Good Faith Efforts to achieve participation.

Contract No. This is the number assigned by the City of Tampa for the proposal.

- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- Contractor Name. The name of your business and/or doing business as (dba), if applicable.
- Address. The physical address of your business.
- Federal ID. FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact the business.
- Fax. Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- No Firms were contacted or solicited for this contract. Checking the box indicates that a pre-determined Subcontract Goal or Participation Plan Requirement was not set by the city, resulting in your business not using subcontractors and will self-perform all work. If, during the performance of the contract, you employ subcontractors, the City must pre-approve subcontractors. Use of the "Sub-(Contractors/Consultants/Suppliers) Payments" form (DMI 30 Form) must be submitted with every pay application and invoice. Note: Certified SLBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors.
- No Firms were contacted because. Provide a brief explanation of why no firms were contacted or solicited.
- See attached documents. Check the box if, after you have completed the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the form. All DMI data not submitted on the DMI 10 Form must be in the same format and include all the requested data from the DMI 10 Form.

The following instructions are for the information of all subcontractors solicited.

- "S" = SLBE. Enter "S" for firms Certified by the City as Small Local Business Enterprises; "O" = non-certified others.
- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in the proper identification and payment of the contractor/subcontractor.
- Company Name, Address, Phone & Fax. Provide company information for verification of payments.
- **Trade, Services, or Materials** indicate the trade, service, or materials provided by the subcontractor. NIGP codes, aka "National Institute of Governmental Purchasing," are listed in the top section of the document.
- Contact Method L=letter, F=fax, E=Email, P=Phone. Indicate with a letter the method(s) of soliciting for bids.
- Quote or Resp. (response) Rec'd (received) Y/N. Indicate "Y" Yes if you received a quotation or if you received a response to your solicitation. Indicate "N" No if you received no response to your solicitation from the subcontractor. Must keep records: log, ledger, documentation, etc. that can validate/verify.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522

Failure to Complete, Sign, and Submit Forms 10, 20, & 50 SHALL render the Bid or Proposal Non-Responsive

Page 1 of 2 – DMI Solicited/Utilized Schedules

City of Tampa – Schedule of All To-Be-Utilized Sub-(Contractors/Consultants/Suppliers) (DMI 20 Form)

Contract No.:	Contract Name:			
Company Name:	:Address:_			
	Phone:Fa			
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	list of additional Firms Utilized and all supple	mental information	n (List must comp	ly with this
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	veyors = 925, Supplier = 912-77	•		
	Enter "S" for firms Certified as Small Local Bus	•	O" for Other Non	
S = SLBE	Company Name	Trade,	\$ Amount of	Percent
O =Neither	Address	Services or Materials	Quote. Letter	of Scope or
Federal ID	Phone, Fax, Email	NIGP Code	of Intent (LOI)	Contract
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is hereby certi	fied that the following information is \overline{a} true ar	nd accurate accoun	t of utilization for	sub-
•	ortunities on this Contract.			
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DMI 20 rev./effective 08/2025

Tampa

Page 2 of 2 DMI – Solicited/Utilized

Instructions for completing The Sub- (Contractor's/Consultants/ Suppliers) to be Utilized Form (DMI 20 Form)

<u>This form must be submitted with all bids or proposals. All subcontractors (regardless of ownership or size)</u> projected to be utilized must be included in this form.

- **Contract No.** This is the number assigned by the City of Tampa for the proposal.
- **Contract Name.** This is the name of the contract assigned by the City of Tampa for the bid or proposal.
- Contractor Name. The name of your business and/or doing business as (dba) if applicable.
- Address. The physical address of your business.
- Federal ID. FIN. A number assigned to your business for tax reporting purposes.
- **Phone.** Telephone number to contact the business.
- Fax. Fax number for business.
- **Email.** Provide email address for electronic correspondence.
- No Subcontracting/consulting (of any kind) will be performed on this contract. Checking the box indicates your business will not use subcontractors when no Subcontract Goal or Participation Plan Requirement was set by the city but will self-perform all work. When subcontractors are utilized during the performance of the contract, the "Sub-(Contractors/Consultants/Suppliers) Payments" form (DMI 30 Form) must be submitted with every pay application and invoice. Note: Certified SLBE firms bidding as Primes are not exempt from outreach and solicitation of subcontractors, including completion and submission of Form-10 and Form-20.
- No Firms listed To-Be-Utilized. Check box: provide a brief explanation why no firms were retained when a goal or participation plan requirement was set on the contract. Note: Mandatory compliance with Good Faith Effort outreach (GFECP) requirements applies (DMI 50 Form), and supporting documentation must accompany the bid.
- **See attached documents.** Check the box if, after completing the DMI Form in its entirety, you need more space to list additional firms and/or if you have supplemental information/documentation relating to the scope/value/percent utilization of subcontractors. Reproduce copies of DMI-20 and attach. All data not submitted on duplicate forms must be in the same format and content as specified in these instructions.

The following instructions are for the information of all subcontractors To Be Utilized.

- **Federal ID.** FIN. A number assigned to a business for tax reporting purposes. This information is critical in the proper identification of the subcontractor.
- "S" = SLBE, enter "S" for firms Certified by the City as Small Local Business Enterprises; "O" = non-certified others.
- Company Name, Address, Phone & Fax. Provide company information for verification of payments.
- Trade, Services, or Materials (NIGP code if known). Indicate the trade, service, or material provided by the subcontractor. Abbreviated list of NIGP is available at http://www.tampagov.net/DMI "Information Resources".
- Amount of Quote, Letters of Intent (required for SLBEs).
- Percent of Work/Contract. Indicate the percentage of the total contract price the subcontract(s) represent. For CCNA only (i.e., Consultant A/E Services), you must indicate subcontracts as a percentage of the total scope/contract.
- Total Subcontract/Supplier Utilization. Provide the total dollar amount of all subcontractors/suppliers
 projected to be used for the contract. (Dollar amounts may be optional in CCNA depending on solicitation
 format).
- Total SLBE Utilization. Provide the total dollar amount for all projected SLBE subcontractors/Suppliers
 used for this contract. (Dollar amounts may be optional in CCNA proposals depending on the solicitation
 format).
- Percent SLBE Utilization. Total amount allocated to SLBEs divided by the total bid/proposal amount.

If additional information is required or you have questions, please contact the Equal Business Opportunity Program - Office of Equal Business Opportunity at (813) 274-5522.